

Cohort Graduation Rates



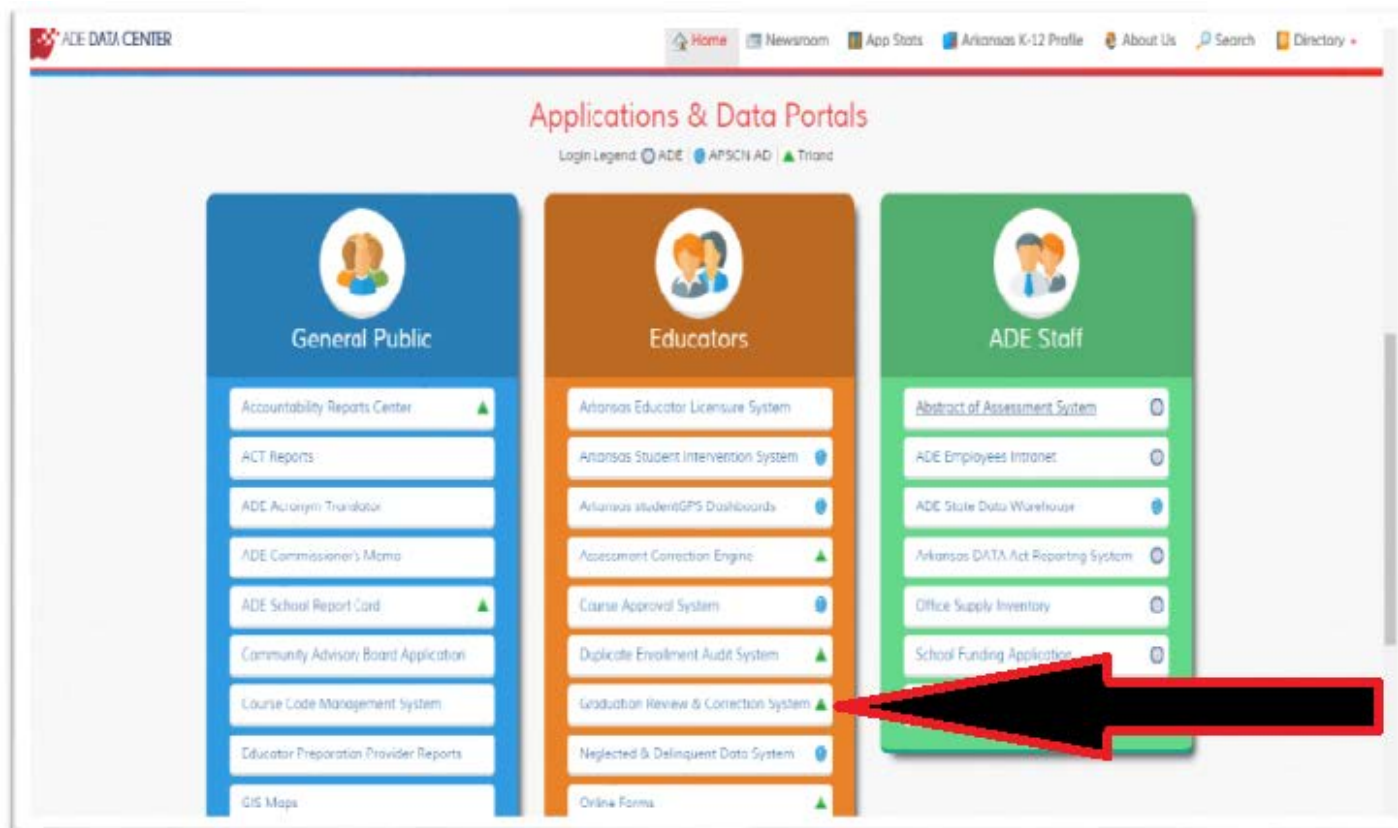
District Level Instructions

Arkansas Department of Education
Public School Accountability/School Performance Unit
Class of 2016 Graduation Corrections

Please use this step by step guide as your District makes corrections in the Graduation Rate Review and Corrections System.

Log In:

- Go to the ADE DATA Center
- <https://adedata.arkansas.gov>
- Select Graduation Review and Corrections System.



- To login, the user must have a District level TRIAND account.
- Users will log on using their TRIAND Username and Password.
- If you experience any difficulties using your TRIAND Username or Password, please consult with your District TRIAND Administrator.
 - *For questions regarding your TRIAND username or password, please contact the ADE Data Quality Office by calling 501.683-5660.*

Welcome to Graduation Rate Review and Corrections System!

Graduation Rate Review & Corrections System - 2015

Review Records | Archives

Tutorial | Export to Excel (Filtered) | All | Add Student

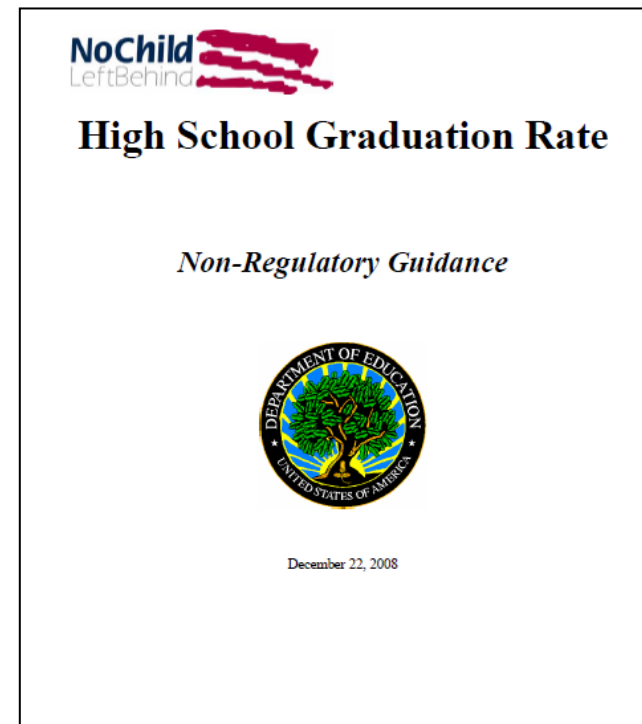
STATUS	EXPECTED GRAD YEAR	SCHOOL LEA	SCHOOL NAME	SSN (LAST 4 DIGIT)	STATE ID	LAST NAME	FIRST NAME	RACE	GENDER	ECONOMICALLY DISADVANTAGED	SPED	LEP	ACTUAL GRAD	TOOLS
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	M	No	No	No	No	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	Yes	No	No	No	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction

Page size: 10 | 1373 items in 138 pages

- In this screen, a district can see all of their schools and graduates.
- Districts can use the Export to Excel tool to transfer the data to an Excel Spreadsheet.
 - *Please note that we have redacted School LEA, School Name, SSN, State ID, Last Name and First Name to protect student privacy.*

Types of Corrections

- There are three types of corrections that can be made.
 - Removing a student from a cohort.
 - Adding a student to a cohort.
 - Correcting a student's demographic information.
- All corrections must have proper documentation.
 - Acceptable forms of documentation and additional information can be found in the United States Department of Education High School Graduation Rate Non-Regulatory Guidance.
 - <https://www2.ed.gov/policy/elsec/guid/hsgrguidance.pdf>



Deleting a Student Record

Which students may be removed from a cohort?

- Only a student who transfers out and enrolls in **another Arkansas school, homeschool, emigrates to another country, moves out of state or dies** may be removed from a high school's cohort.
- Before removing a student from a cohort, **a school must obtain written confirmation that the student transferred to another Arkansas school, was homeschooled, emigrated, moved out of state or is deceased.**
- *A student who is retained in a grade or enrolls in a GED program may not be removed from the cohort.*
- Thus, schools must ensure that a student who drops out of high school is not deemed a transfer for purposes of calculating graduation rate; rather, the student must remain in the adjusted cohort – that is, the denominator of the graduation rate calculation.

How to Remove a Student Record:

STATUS	EXPECTED GRAD YEAR	SCHOOL LEA	SCHOOL NAME	SSN (LAST 4 DIGIT)	STATE ID	LAST NAME	FIRST NAME	RACE	GENDER	ECONOMICALLY DISADVANTAGED	SPED	LEP	ACTUAL GRAD	TOOLS
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	M	No	No	No	No	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	Yes	No	No	No	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction

- Select a student and click on [Make Correction](#) at the end of the student's row.

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Graduation Rate Review & Corrections System - 2015

Student Record Correction

Student Information Summary

District: [REDACTED]	Race: Black/African American
School: [REDACTED]	Gender: M
Student Name: [REDACTED]	Economic Disadvantage: Yes
SSN (last 4 digits): [REDACTED]	SPED: No
State ID: [REDACTED]	Migrant: No
	LEP: No
	Actual Grad: No

Correction Type:

☐ Correct Cohort Student Record
 ☐ Delete Cohort Student Record

Cancel

For Technical Support

Your Name: [REDACTED]

Your Email: [REDACTED]

Your Message: [REDACTED]

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Student Record Correction

Student Information Summary

District: [REDACTED]	Race: Black/African American
School: [REDACTED]	Gender: M
Student Name: [REDACTED]	Economic Disadvantage: Yes
SSN (last 4 digits): [REDACTED]	SPED: No
State ID: [REDACTED]	Migrant: No
	LEP: No
	Actual Grad: No

Correction Type:

☐ Correct Cohort Student Record
 ☒ Delete Cohort Student Record

Mandatory Supporting Document

Note: In order to proceed, a supporting document is required. You can type a supporting information on the comments or upload a supporting document.

District Comment:

Use this tool to give a brief statement to why the student should be deleted from the Cohort.

Upload File:

Browse... No file selected.

All Corrections must have documentation.

Please see:
<https://www2.ed.gov/policy/el/sec/guid/hsgguidance.pdf>

District User Information

District Name: District District

District Email: district@statestar.com

District Phone: [REDACTED]

Make Correction Cancel

For Technical Support

Your Name: [REDACTED]

Your Email: [REDACTED]

Your Message: [REDACTED]

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Adding a Student Record

Which student can be added to a cohort?

- Only a student that was an actual on time graduate can be added to a cohort.
- An actual graduate may be added when a copy of an official transcript is uploaded into the system.
- *No other students may be added to the cohort.*

How to Add a Student Record:

Gratuation Rate Review & Corrections System - 2015


Review Records | Archives


STATUS	EXPECTED GRAD YEAR	SCHOOL ID	SCHOOL NAME	SSN (LAST 4 DIGIT)	STATE ID	LAST NAME	FIRST NAME	RACE	GENDER	ECONOMICALLY DISADVANTAGED	SPED	LEP	ACTUAL GRAD	TOOLS
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	M	No	No	No	No	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	Yes	No	No	No	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction

Page size: 10 | 1373 items in 138 pages

- Click Add Student

Student Information

Picture: 

School: 

Student First Name:

Student Last Name:

Student State ID:

Student SSN:

Student Grade Level:
 --Select Grade-- ▼

Race:
 --Select Race-- ▼

Gender:
 --Select Gender-- ▼

Was the student on free or reduced lunch status?
 --Select Answer-- ▼

Was the student enrolled in the special education program as of October 1 of their ninth grade year?
 --Select Answer-- ▼

Was the student enrolled in a Migrant Education program their 9th grade year?
 --Select Answer-- ▼

Was the student enrolled in a Limited English Proficiency (LEP/ELL) program as of October 1 of their ninth grade year?
 --Select Answer-- ▼

Was the student an on time graduate at your school district?
 --Select Answer-- ▼

Note:
When adding a student, please be mindful that the information that is entered may impact your TAGG numbers as well as other subgroups.

Correcting a Student's Demographic Information

What student demographic information can be corrected in a cohort?

- Only students with an incorrect race, gender, free or reduced lunch, special education, or Limited English Proficiency status code can be changed.
- When changing a student's demographic information, a district must submit supporting documentation.

How to Correct a Student's Demographic Information

Graduation Rate Review & Corrections System - 2015

Review Records | Archives

STATUS	EXPECTED GRAD YEAR	SCHOOL LEA	SCHOOL NAME	SSM (LAST 4 DIGIT)	STATE ID	LAST NAME	FIRST NAME	RACE	GENDER	ECONOMICALLY DISADVANTAGED	SPED	LEP	ACTUAL GRAD	TOOLS
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	M	No	No	No	No	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	No	No	No	Yes	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction
	2015							Black/African American	M	Yes	No	No	No	Make Correction
	2015							White	F	No	No	No	Yes	Make Correction

Page size: 10 | 1373 items in 138 pages

- Select a student and click on [Make Correction](#) at the end of the student's row.

Graduation Rate Review & Corrections System - 2015

Student Record Correction

Student Information Summary

District: [REDACTED]	Race: Hispanic
School: [REDACTED]	Gender: M
Student Name: [REDACTED]	Economic Disadvantage: No
SSN (last 4 digits): [REDACTED]	SPED: No
State ID: [REDACTED]	Migrant: No
	LEP: No
	Actual Grad: Yes

Correction Type:

☒ Correct Cohort Student Record

Select Correct Cohort Student Record

Correct Cohort Student Record

Race:

Gender:

Was the student on free or reduced lunch status?

Was the student enrolled in the special education program as of October 1 of their ninth grade year?

Was the student enrolled in a Migrant Education program their 9th grade year?

Was the student enrolled in a Limited English Proficiency (LEP/ELL) program as of October 1 of their ninth grade year?

Was the student an on-time graduate at your school district?

Select the demographic change.

Mandatory Supporting Document

Note: In order to proceed, a supporting document is required. You can type a supporting information on the comments or upload a supporting document.

District Comment:

Give a reason for the change.

Upload file: No file selected.

Upload supporting documentation

District User Information

District Name:
District District

District Email:
ddistrict@mailinator.com

District Phone:

Select Make a Correction

For Technical Support

Your Name:

Your Email:

Your Message:



Type the code from the image:



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Key Things to Remember:

- The ADE looks at the number of years it takes to graduate a student; we do not look at the number of credits.
- A GED is not considered to be a “regular diploma.”
- All students must be on time graduates. If a student repeats a grade and it takes a student more than four years to graduate, the student is considered to be a late graduate.
- Arkansas has a summer lag, which allows students to be on time graduates if they receive a “regular diploma” no later than August 15th.

Questions?

Please contact the School Performance Unit at (501)682-7339 for additional assistance.